

HOUSING AUTHORITY



The Burbank Housing Authority was formed in 1975 to administer the Section 8 Rental Assistance Program for the creation of affordable housing units. On January 31, 2012, the City Council and Housing Authority Board adopted resolutions designating the Housing Authority as the entity to retain without limitation, all of the housing assets (except any monies in the Low and Moderate Income Housing Fund which were required to be returned to the County of Los Angeles), rights, powers, duties, obligations, liabilities and functions previously performed by the former Redevelopment Agency (dissolved as of February 1, 2012). As the Successor Housing Agency, the Housing Authority also monitors the covenants of affordable housing units developed by the former Redevelopment Agency funding, and outstanding loans and grants that are now Housing Authority assets.

In addition to the Section 8 Housing Voucher Program, the Housing Authority monitors the covenants of over 1,400 affordable housing units developed by the former Redevelopment Agency, and outstanding loans and grants that are now Housing Authority assets. Any repayments of former Redevelopment Agency loans and grants are deposited as program income in the Housing Authority's Low and Moderate Income Housing Fund as those monies are assets of the Housing Authority as the Successor Housing Agency.

OBJECTIVES

- Continue affordable housing options for very low income households through the Section 8 Housing Voucher Program within funding limitations.
- Continue obligations of approved, enforceable affordable housing developments currently under contract and/or completed, including the monitoring of affordability covenants.
- Continue to monitor legislation that would allow the City to continue to develop affordable housing and programs to facilitate the improved quality of life for low to moderate income residents.

HOUSING AUTHORITY SUMMARY

	EXPENDITURES 2013-14	BUDGET 2014-15	BUDGET 2015-16	CHANGE FROM PRIOR YEAR
Staff Years	4.688	4.688	5.188	0.500
Salaries & Benefits	\$ 541,667	\$ 553,123	\$ 620,067	\$ 66,944
Materials, Supplies, Services	8,388,447	8,627,002	8,673,060	46,058
Capital Improvements	738,160		1,045,426	1,045,426
Contribution to Other Funds	177,392			
TOTAL	\$ 9,845,666	\$ 9,180,125	\$ 10,338,553	\$ 1,158,428

Section 8 Voucher Program

117.CD26A



The Section 8 Program provides rent subsidy payments directly to landlords on behalf of eligible tenants using annual funds allocated by the U.S. Department of Housing and Urban Development (HUD). The Section 8 Program provides an additional resource for assisting very low-income renters in Burbank. Dependent on the level of HUD funding, staff strives to maximize utilization of as many vouchers as possible. The current waiting list consists of more than 5,000 applicants, of which roughly 500 are Burbank residents. The Community Development Department - Housing & Economic Development Division is responsible for the administration of the Section 8 Program.

OBJECTIVES

- Continue housing opportunities for very low-income families within funding limits, allocations and constraints of the Section 8 Program.
- Encourage mixed-income neighborhoods and avoid concentrations of low-income housing.
- Utilize the existing housing stock as affordable housing through the use of limited federal funds.
- In FY 2015-16, the Housing Authority will continue the goal of maximum utilization of the housing assistance vouchers available to the City within funding constraints.

CHANGES FROM PRIOR YEAR

A \$43,000 increase in MS&S is attributed to additional hearing officer costs, inspection training, and a non-recurring request for temporary staffing to assist with opening the Section 8 wait list. Additionally, 50 percent of a Housing Services Assistant position that processes applicant eligibility for the Section 8 Program is now being charged to the Program.

Section 8 Voucher Program

117.CD26A



		EXPENDITURES FY 2013-14	BUDGET FY 2014-15	BUDGET FY 2015-16	CHANGE FROM PRIOR YEAR
STAFF YEARS		4.688	4.688	5.188	0.500
SALARIES & BENEFITS					
60001	Salaries & Wages	\$ 384,609	\$ 391,101	\$ 431,722	\$ 40,621
60012	Fringe Benefits	65,513	73,781	75,314	1,533
60012.1008	Fringe Benefits - Retiree Benefits	104	2,500	2,738	238
60012.1509	Fringe Benefits - Pension	79,688	83,316	100,925	17,609
60012.1528	Fringe Benefits - Workers Comp	11,581	2,425	3,108	683
60027	Taxes Non-Safety			6,260	
60031	Payroll Adjustment	172			
		541,667	553,123	620,067	66,944
MATERIALS, SUPPLIES, SERVICES					
DISCRETIONARY					
62085	Other Professional Services	\$ 6,088	\$ 29,500	\$ 49,500	\$ 20,000
62170	Private Contractual Services	684	2,000	5,000	3,000
62170.1000	Private Contr Svcs - Temp Staffing			20,000	20,000
62310	Office Supplies	7,779	10,000	10,000	
62420	Books & Periodicals		500	500	
62710	Travel		500	500	
62755	Training	1,136	2,000	2,000	
62830	Bank Service Charges	3,218	3,500	3,500	
62895	Miscellaneous	224	1,000	1,000	
62950	Housing Assistance Payments	8,138,503	8,122,623	8,040,000	(82,623)
62950.1000	Housing Assist. - Admin Fees	15,653	12,690	12,690	
NON-DISCRETIONARY					
62235	Services of Other Dept - Indirect	119,328	142,028	188,640	46,612
62240	Services of Other Dept - Direct			279	279
62811	Interest Expense	10,366			
62475	F532 Vehicle Equip Rentals	1,793	2,149	1,516	(633)
62485	F535 Communication Rental	5,170	4,570	4,570	
62496	F537 Comp Equip Rental Rate	23,433	25,508	29,440	3,932
		8,333,375	8,358,568	8,369,135	10,567
PROGRAM TOTAL		\$ 8,875,042	\$ 8,911,691	\$ 8,989,202	\$ 77,511

Low and Moderate Income Housing Fund

305.CD23A



The Housing Authority, as the Successor Housing Agency, administers the Low and Moderate Income Housing Fund and includes program income on former Redevelopment Agency loans and grants that are assets of the Housing Authority. As funding becomes available, the City may be able to develop new affordable housing opportunities and preserve existing housing. Since 1971, over \$103 million has been invested to create over 1,600 affordable homes and in the process strengthened and improved neighborhoods, lowered crime, created jobs, built public infrastructure improvements, and enhanced the lives of countless families through its efforts. The goals of the housing programs are to ensure that there is a diverse mix of service-enriched housing; to preserve existing affordable housing; and to provide housing to special needs populations including, but not limited to, the elderly, persons with disabilities, large families, United States Veterans who are homeless or at risk of homelessness and other vulnerable segments of the Burbank community. Finally, the Housing Authority, with a modest investment from the General Fund, continues to monitor affordable housing units developed by the former Redevelopment Agency as monitoring efforts will preserve affordability and safe-guard historical investments.

OBJECTIVES

- Monitor existing covenants and outstanding loans and obligations.
- Monitor funding availability to continue affordable housing developments and programs for lower and moderate-income residents in the future.

CHANGES FROM PRIOR YEAR

In August 2014, the Housing Authority of the City of Burbank sold the property at 57 E. Palm Avenue. The \$1,045,426 in sales proceeds will be invested in the Focus Neighborhood & Affordable Housing Program for the creation of new affordable housing units upon future City Council approval.

	EXPENDITURES FY 2013-14	BUDGET FY 2014-15	BUDGET FY 2015-16	CHANGE FROM PRIOR YEAR
MATERIALS, SUPPLIES, SERVICES				
DISCRETIONARY				
62045 Appraisal Services		\$ 8,000	\$ 8,000	
62085 Other Professional Services	61	65,000	65,300	300
62155 Relocation & Negotiation	11,023	110,000	110,000	
62285 Residential Rehab Rebate	40,380			
62310 Office Supplies		1,000	1,000	
62700 Memberships & Dues	1,540	2,000	1,700	(300)
62895 Miscellaneous		500	500	
NON-DISCRETIONARY				
62235 Services of Other Dept - Indirect		79,583	115,053	35,470
62485 F535 Communication Rental	2,068	1,828	1,828	
62496 F537 Computer Equip Rental		523	544	21
	55,072	268,434	303,925	35,491
CAPITAL IMPROVEMENTS				
70005.13057 Affordable Housing Program			\$ 1,045,426	\$ 1,045,426
70005.19171 Keller/Elliott Homeowners	4,340			
70005.19886 Linden Acquisition and Rehab	81,176			
70005.20027 Catalina Street Focus	47,190			
70005.20095 New Catalina Development	605,454			
	738,160		1,045,426	1,045,426
CONTRIBUTION TO OTHER FUNDS				
85101.0128 Transfer to HUD Home Program	\$ 177,392			
	177,392			
PROGRAM TOTAL	\$ 970,624	\$ 268,434	\$ 1,349,351	\$ 1,080,917

HOUSING AUTHORITY

Authorized Positions



CLASSIFICATION TITLES	STAFF YEARS 2013-14	STAFF YEARS 2014-15	STAFF YEARS 2015-16	CHANGE FROM PRIOR YEAR
Housing Assistant	3.000	3.000	3.000	
Housing Authority Manager	0.688	0.688	0.688	
Housing Services Assistant			0.500	0.500
Housing Specialist	1.000	1.000	1.000	
TOTAL STAFF YEARS	4.688	4.688	5.188	0.500

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